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Bulletin Number	3061BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Treasurer and Tax Collector
Position Title	ASSISTANT OPERATIONS CHIEF, TREASURER AND TAX COLLECTOR
Additional Title	ONLINE FILING ONLY
Exam Number	B0527J
Filing Type	Standard
Filing Start Date	11-Feb-2013
Filing End Date	26-Feb-2013
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	6993.82
Salary Maximum	9173.09
Special Salary Information	Traffic Mitigation Allowance: The County of Los Angeles provides employees who work in the Civic Center a \$70/month transportation allowance that may be used towards alternate modes of mitigation and/or parking. In addition, the mitigation Commuter Center provides schedules for bus and rail transportation as well as information on joining carpools or vanpools.
Benefits Information	Non-Represented Employees • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	Assists in the administration of a division of the Department of the Treasurer and Tax Collector. Under the general direction of the Operations Chief, Treasurer and Tax Collector, positions allocable to this class are distinguished by their administrative and technical responsibility for assisting in the direction and supervision of a major division within the Department of the Treasurer and Tax Collector and overseeing the activities of the division, such as the establishment of policies and procedures relative to the work of the division, the collection of current and delinquent property taxes and other fees, the administration of tax-deeded property, the development, maintenance, and application of investigation and collection procedures in accordance with Department policy, and the investigation and administration of estates under the jurisdiction of the Department of the Treasurer and Tax Collector.
Essential Job Functions	<ul style="list-style-type: none"> Assists in planning, developing, implementing, directing, and evaluating the work of the division. Assists in managing, supervising and overseeing the development, implementation and evaluation of plans, programs, policies, work processes, systems and procedures to achieve annual goals, objectives and standards. Manages the section staff by establishing performance requirements and personal development targets; regularly evaluates performance and provides training, coaching and mentoring for performance improvement; initiates and recommends disciplinary action in accordance with Civil Service Rules and County policies. Assists in directing the preparation of, and reviews, a variety of documents such as Board letters and memos, as well as reports and business correspondence to executive management and the Chief Executive Office or other centralized department, or external regulatory agencies. Assists in directing and overseeing highly complex and sensitive research assignments requiring a substantial depth of analysis using qualitative and/or quantitative analytical methods, etc.

- Interacts with individuals from a variety of organizations (e.g., Board deputies, management from other County departments and related agencies, representatives of various municipalities, State and federal legislative bodies, and other external agencies) to represent the department on highly sensitive, contentious and confidential issues.
- Actively participates in the development of programs, services and positions that meet objectives and best balance the interests of various stakeholders; provides the high level of technical review on the development of programs and/or policies designed to address problems or improve operations, through strategic advocacy.
- Assists in overseeing auditing activities and the ongoing evaluation of processes and programs to ensure effectiveness, efficiencies and compliance, as well as to ensure that processes are capable and stable, and programs are proceeding as planned; addresses emerging issues and concerns in order to develop timely, proactive responses.
- Performs various administrative duties (e.g., creating and maintaining files; formatting standard documents; receiving, processing, and routing documents) by appropriately applying federal and State laws, County and local ordinances, and departmental policies and procedures in order to ensure all work done complies with established guidelines and the requirements of professional standards.
- Assists in directing the collection, accounting and/or reconciliation of property taxes, delinquent accounts, licenses, permits, bonds, and decedent estates.
- Assists in directing the sale at public auction, by agreement, negotiation, purchase, or sealed bid, of personal and real property.
- Interprets appropriate codes such as the Revenue and Taxation Codes, Probate Codes, Government Codes, and other state and county laws and ordinances, and analyzes legal opinions and court decisions as they affect the work of the division.
- Assists in managing and directing the investigation, administration, property management of decedent estates, property tax programs, and financial transactions under the jurisdiction of the Department of Treasurer and Tax Collector.
- Develops various departmental management reports such as the division budget and/or the County Treasury's annual financial statement reports and other statutorily required audits.
- Assists in the development and implementation of contingency plans and strategies necessary to meet emergencies, budgetary reductions, and loss of key personnel.

Requirements

MINIMUM REQUIREMENTS:

Option I: Two years supervisory experience at the level of Los Angeles County's class of Administrative Services Manager II* or higher, assisting in the direction and administration of a section in a division of the Department of Treasurer and Tax Collector.

Option II: Three years experience in a highly responsible administrative or staff capacity analyzing and making recommendations for the solution of problems of organization, procedure, program, budget, or personnel at the level of the County's class of Head, Staff Services** or higher.

Option III: A Bachelors degree from an accredited college*** and two years experience in a highly responsible administrative, advisory, or staff capacity dealing with the investigation and solution of procedural, personnel, budgetary, legislative,

	community, governmental, or similar complex problems.
Physical Class	Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Special Requirement Information	<p>Successful applicants will be required to complete a thorough background investigation, including a Live Scan fingerprint search prior to appointment. Examples of disqualifying factors are any felony convictions or misdemeanor convictions involving moral turpitude, and any job-related misdemeanor convictions.</p> <p>In order to receive credit for any college course work, or any type of college degree, such as a Bachelor, Master, or Doctorate degree, you must include a legible copy of the official transcripts or diploma.</p> <p>*An Administrative Services Manager II supervises a unit of analysts responsible for performing a full range of difficult to complex analytical assignments within one or more administrative functional areas and makes recommendations on highly complex issues which directly impact departmental programs and administrative operations, and which may be of a confidential or sensitive nature.</p> <p>**The classification of Head, Staff Services is responsible for supervising the provision of miscellaneous administrative support services while analyzing and making recommendations for the solution of a variety of problems of organization, budget, procedures, systems, program, general management, and personnel.</p> <p>***Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).</p>
Accreditation Information	
Examination Content	<p>This examination will consist of three (3) parts:</p> <p>Part I: A qualifying evaluation of education and experience based on application information. In order to receive credit for education, candidates must submit a legible copy of the official diploma, official transcripts, or official letter from the accredited institution at the time of filing. Only the most qualified candidates will be invited to the interview.</p> <p>Part II (60%): An oral interview weighted 60% will cover experience, personal fitness, and general ability to perform the duties of the position. Candidates must achieve a minimum passing score of 70% on the interview in order to advance to the Appraisal of Promotability process.</p> <p>Part III (40%): An Appraisal of Promotability weighted 40% will evaluate management/leadership/administrative ability, technical knowledge, analytical/decision-making ability, ethical values and diversity, public relations and interpersonal skills, oral and written communication skills, and knowledge of computer software. Candidates must achieve a minimum passing score of 70% on the Appraisal of Promotability in order to be placed on the eligible list.</p>
Vacancy Information	The resulting eligible list for this examination may be used to fill vacancies in the Department of Treasurer and Tax Collector. The positions are located at 500 West Temple Street, Los Angeles, 90012 or 320 West Temple Street, Los Angeles, 90012.
Eligibility Information	The names of the candidates receiving a passing grade on the examination will be placed on the eligible list and will appear in the order of their score group for a period of twelve (12) months following the date of promulgation.
Available Shift	Any
Job Opportunity Information	Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.

Verification of Experience: Experience gained in a position performing similar kinds of

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work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative. Credit will only be given for out-of-class experience to meet the minimum requirements only.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[GENERAL EXAMINATION INFORMATION](#)

OR

Visit <http://dhr.lacounty.info> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Application and Filing Information

Online Filing Only:

Applications must be filed online only. Paper applications and/or resumes cannot be accepted in lieu of online applications, although resumes may be uploaded as attachments to online applications. Applications will not be accepted by mail, fax, or in person.

Candidates must upload any supporting documents during the application submission process.

All information is subject to verification. We may reject your application at any time during the employment process.

The acceptance of your application depends on whether you clearly show that you meet the Minimum Requirements and Desirable Qualifications. Please fill out the application Form completely and correctly so that you will receive full credit for related education and experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, and dates completed. For each job held, give the name and address of your employer, your job title, beginning and ending dates, the number of hours worked per week, description of work performed, your role, level of involvement, independence, size of organization, complexity, and level of accountability surrounding your experience, and salary earned.

Failure to provide the complete information may impact assessment of your qualifications and acceptance into the examination process.

Applicants must submit their application by 5:00 PM, PST, on the last day of filing. Applications electronically received after 5:00 p.m. (PST) on the last date of filing will not be accepted.

Note: If you are unable to attach required documents, you may fax them to (213) 217-4931, within five (5) days of filing. Please include your name, exam number and title. Applicants who fax required documents after five (5) business days from the date of filing their application online will be rejected and will not be able to compete in

this examination process.

Social Security Number:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e., 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

Computer and internet access at Public Libraries:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at local public libraries throughout Los Angeles County.

No sharing of user ID and password:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's official application record.

Department Contact Name	Exam Analyst
Department Contact Phone	(213) 974-2178
Department Contact Email	ttchr@ttc.lacounty.gov
ADA Coordinator Phone	(213) 974-2178
California Relay Services Phone	(800) 735-2922

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